



California Conservation Corps
Watershed Stewards Program
in partnership with AmeriCorps



CALIFORNIA
VOLUNTEERS
Office of the Governor

WSP Partner Responsibilities

During WSPs term of service Placement Sites support and mentor WSP Corpsmembers as they begin their careers as environmental professionals.

WSP Placement Site Responsibilities

1. Placement Sites must provide a dollar match per Corpsmember based on the following sliding scale for Program Year 32: 2025-2026
 - Agency (Federal, State, Local): \$22,500
 - Agency (with housing): \$19,000
 - Non-Profit: \$16,000
 - CDFW partners do not pay a match since FRGP funds cover this cost, but CDFW sites are limited
2. Placement Site must provide full-time, rewarding work for Corpsmembers that aligns with WSP's service areas (see below).
3. All designated Mentors must have experience in supervision.
4. All Corpsmember activities must be on public lands or waterways or have a public benefit (cannot benefit for-profit organizations).
5. Service Activities must benefit approved watersheds that fall into the CDFW Watershed Focus Tool
6. Placement Site is not political and doesn't have a negative reputation in the community. All hours served by WSP Corpsmembers must be non-controversial and non-political in nature and directly relate to the WSP mission. WSP Corpsmembers cannot be engaged in general clerical support or regulatory activities, and WSP Corpsmembers cannot supplant volunteer or staff positions. Organizations that do not meet these guidelines will not be considered as WSP Placement Sites.
7. At least one representative (preferably Site Supervisor & all Mentors) must attend WSP's Placement Site Training annually (may be in person or online).



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8. Corpsmembers must have regular access to office space, telephone, computer, reliable Internet, and either an agency vehicle or reimbursement for private vehicle use for site specific work (refer to CAL HR's Travel Reimbursements Page for details regarding private vehicle use for site-specific work).
 9. Corpsmembers must always work with a CPR/First Aid trained field partner. WSP trains all Corpsmembers in First Aid/ CPR.
 10. Placement Sites must participate in the recruitment and Corpsmember selection process, including conducting interviews via telephone or video conference in mid-July.
 11. Mentors help ensure Corpsmembers adhere to all AmeriCorps and WSP policies.
 12. At least one representative (Preferably main Mentor) must attend WSP's Recognition Ceremony in August
 13. Mentors support Corpsmembers as they complete their service requirements, which include:
 - Serve the full 10.5-month term (1700 hours)
 - Coordinate a Watershed Awareness Volunteer Event (WAVE) (a community-based volunteer restoration project) and recruit the required number of volunteers.
 - Conduct Wonders of Watersheds! (WOW!) lessons with a local class.
 - Attend all required WSP trainings (Orientation, WAVE and WOW! Regional Training, and WSP Recognition Retreat) and all required outreach events for their district, which change slightly from year to year.
 - Serve a minimum of four hours on at least two National Service Days. (dates vary each year)

WSP Placement Site Mentor Requirements

Required Qualifications

- Minimum of three years' expertise, knowledge, and skills in environmental work.
- Minimum two years' experience supervising and evaluating others
- Professional association with a WSP Placement Site.



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- WSP Alumni must have three years of post-WSP experience before qualifying as a Mentor.

Helpful Qualifications

- Experience in mentoring young professionals within the area of focus.
- Connections to environmental educators and service activities within the community.
- Environmental education background

WSP Placement Site Mentor Duties

Safety

Description	Time Commitment
Provide a safe work environment	Ongoing
Train Corpsmembers in the Placement Site's Illness and Injury Prevention Plan and other site-specific safety protocols.	1 hour/month
Train Corpsmembers in the use of all tools and supply appropriate personal protective equipment (PPE) before beginning a project. **Contact WSP if help supplying PPE is needed	Ongoing
Ensure that at least one First Aid/CPR certified person (e.g., Placement Site staff or another WSP Corpsmember) accompanies Corpsmembers in the field at all times.	Ongoing
Conduct and document weekly safety meetings. Submit Safety Log monthly	20 minutes/week
Complete Job Hazard Analysis (JHA) for all work Corpsmembers are doing, submit to WSP, and review with Corpsmembers as needed.	2 hours/year



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Recruitment and Training

Description	Time Commitment
Participate in the recruitment and Corpsmember selection process, including conducting interviews either in-person or via telephone and submit applicant rankings to Program Coordinator.	5-8 hours/year
Review Program Handbook in order to ensure full understanding of program requirements and responsibilities.	4 hours/year
Travel to and participate in a one-day Placement Site training and end-of-term Recognition Ceremony to acknowledge Corpsmembers.	2 days/year
Work with Corpsmembers to complete the Mentor/Corpsmember Agreement.	3 hours/year
Provide professional development opportunities for Corpsmembers	Ongoing
Provide ongoing site-specific training necessary for Corpsmembers to accomplish service activities.	Ongoing
Allow Corpsmembers to attend WSP-required trainings and outreach events.	About 2 weeks/year

Support and Supervision

Description	Time Commitment
Provide daily supervision to ensure Corpsmembers are making adequate progress towards all site and WSP objectives.	Ongoing



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Description	Time Commitment
Provide Corpsmembers with a high-quality experience and a variety of projects, and ensure they have a sufficient workload throughout the term.	Ongoing
Ensure Corpsmembers are spending the required percentage of time on Watershed Recovery activities, and that all Corpsmember activities align with WSP's mission.	Ongoing
Conduct regular (at least monthly) meetings with Corpsmembers to discuss calendars, exchange feedback and Corpsmember development.	1-4 hours/month
Provide Corpsmembers with an office space, including a desk, chair, phone, and computer with internet access.	Ongoing
Provide Corpsmembers with adequate office time to complete WSP requirements (at least four hours every week).	Ongoing
Support Corpsmembers as they plan and implement their Watershed Awareness Volunteer Event (WAVE) and Wonders of Watersheds (WOW!) educational series.	As needed
Assist with pre and post assessment of Corpsmember's Watershed Awareness Volunteer Event (WAVE)	2-4 hours/year
Attend WSP's Annual Site Visit (WSP staff travel to each site's office).	4 hours/year
Ensure Corpsmembers comply with the WSP uniform policy.	Ongoing
Contact WSP staff if any Corpsmember issues arise.	Ongoing



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Documentation

Description	Time Commitment
Prepare site application, complete contracting and site acceptance paperwork, and prepare site handbooks.	20-40 hours/year
Provide and document site-specific orientation for Corpsmembers.	2 hours/year
Complete 3 Corpsmember Performance Reviews	3 hours/year
Complete all paperwork required by WSP	2 hours/year
Ensure Corpsmembers complete and submit monthly paperwork by deadlines.	30 minutes/month
Review for accuracy and sign Corpsmembers' monthly timesheets to certify hours served.	20 minutes/month